

# Application Form – Assignment



Assignment is the term used when a tenancy passes in its entirety from one tenant to another. This applies to both Scottish Secure Tenancy (SST) and Short SST Agreements under The Housing (Scotland) Act 2001 (the Act) and amended by the Housing (Scotland) Act 2014 (the 2014 Act).

This form is to be completed by the TENANT and the declarations signed on Page 2 by the TENANT and the PROPOSED ASSIGNEE (i.e. the person who wants to take over your tenancy).

## Section 1:

<b>Name(s) of current tenant(s):</b>	
<b>Address:</b>	
<b>How long have you lived at this address?</b>	
<b>Number of Bedrooms:</b>	

## Section 2:

<b>Full Name of proposed Assignee:</b>			
<b>Date of Birth:</b>			
<b>Relationship to Tenant:</b>			
<b>Are you receiving any payment in return for this assignment?</b>			
<b>Please list all family members that will be moving into the property:</b>			
<b>Full Name</b>	<b>Date of Birth</b>	<b>Sex</b>	<b>Relationship to proposed Assignee</b>

### Section 3:

#### The Tenant should note the following points before signing this form:

- The tenancy can only be assigned once you have received permission in WRITING.
- ACHA can refuse permission to assign a tenancy if it is reasonable to do so, some examples are:
  - The tenant has not lived at the property as their only or principal home for the 12 months before the application is received;
  - The proposed assignee has not lived at the property as their only or principal home for the 12 months before the application is received;
  - ACHA was not advised that the proposed assignee was living in the property at least 12 months prior to the application
  - The change would lead to overcrowding;
  - A Notice of Proceedings has been served on the tenant in relation to one of the conduct grounds;
  - An order for recovery of possession (a Decree) has been granted against the tenant;
  - Work is scheduled to be carried out on the property which will affect the accommodation to be used by the proposed assignee;
  - Where ACHA would not give the person the tenant wishes to pass the tenancy priority under the HOME Argyll Allocations policy;
  - Where, in ACHA's opinion, the assignation would result in the home being under occupied if the proposed assignee is the tenant of one of ACHA's properties (and therefore not occupying it as their only or principal home);
  - There are outstanding charges (whether for rent or other charges relative to the tenancy) which remain outstanding in respect of the tenancy.

*I am / We are the tenant(s) and I / we have read the above points and declare that the above mentioned details are correct to the best of my / our knowledge and undertake to notify ACHA in writing of any amendments or additions to these details.*

Date

Signature of Tenant(s)

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Signature of Tenant(s)

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*I am / We are the proposed assignee(s) and I / we have read the above points and declare that, if approved by ACHA, I / we are prepared to accept an assignation of the tenancy as set out in the tenant's application above:*

Date

Signature of Proposed Assignee(s)

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Signature of Proposed Assignee(s)

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